

# BROOKINGS COUNTY COMMISSION MEETING

Tuesday, July 13, 2004

The Brookings County Board of County Commissioners met in regular session on Tuesday, July 13, 2004, with the following members present: Deanna Santema, Dennis Falken, Donald Larson, Mary Negstad, and Emil Klavetter. Also present: Stephanie Vogel, Kelly Bakken, Royce Emerick, Stacy Steffensen, Robert Hill, Daryl Englund, Joyce Dragseth, Wm. Mark Kratochvil, Martin Stanwick, Ted Eggebraaten, John Andrews, and Brian Eclov.

## CALL TO ORDER

Chairperson Santema called the meeting to order.

## CONSENT AGENDA

Chairperson Santema declared the Consent Agenda approved as amended with no objection from the board. The Consent Agenda consisted of the agenda for the July 13, 2004 Commission Meeting, and the minutes from the July 6, 2004 Commission Meeting. Welfare Matters: Case # 04-086 for rent for one month was approved/for utilities was denied; Case # 04-083 for rent was denied; Case # 04-082 for rent was approved. Travel/Education: Rose Marie Stee to go to Pierre, SD on July 7-9, 2004 to attend the Character Counts Training. Joyce Caugherty to go to Canton, SD on July 26, 2004 to work in the Lincoln County Office. Anne Hovey to go to Sioux Falls, SD on July 13, 2004 to attend a State Meeting on Mobile Homes.

## ROUTINE BUSINESS

Motion by Klavetter, seconded by Negstad, to approve the following claims. Roll Call Vote: Larson "Aye," Negstad "Aye," Falken "Aye," Klavetter "Aye," Santema "Aye." Motion passes. A&D Campers, lites \$14.00; Ace Hardware, fertilizer \$56.19; Allied Oil & Supply, tires \$480.64; American Planning Assoc, dues \$160.00; American Stamp & Marking, stamps \$108.26; Amoco Oil, gas \$28.86; Anderson Oil, diesel fuel \$699.60; Teresa Anderson, meals/mileage/supplies \$815.67; Antonio Aragon, translation \$46.20; Arlington Farmers El, water \$24.00; Cyndi Ault, payroll advance \$500.00; Banner Associates, engineering fees \$6,211.08; Beckman & Sons, saw/blades \$779.30; Kris Bothwell, payroll advance \$500.00; Boyer Ford Truck, parts \$47.21; Bowes Const, asphalt \$117,163.21; Bozied Oil, car washes \$115.80; Bkgs Area Transit, qtrly payment \$8,125.00; Bkgs Area Chamber, lunch \$30.00; Bkgs City, disposal fees/utilities \$10,727.54; Bkgs Clinic, medical \$207.51; Bkgs Co Treasurer, postage \$74.00; Bkgs Register, ads/publications \$856.43; Bkgs Domestic Shelter, semi-annual payment \$13,000.00; Bkgs Engraving, name badge \$5.50; Bkgs Fire Dept, ice \$20.00; Bkgs Hospital, blood tests \$3,230.00; Bkgs Plumbing, repair urinal/clean drain \$107.39; Denise Brown, payroll advance \$500.00; Vicki Buseth, meals \$198.00; Bus Systems, transport \$16.00; C&R Supply, nozzles/clamps \$199.65; C&W Repair, fuse/labor \$15.80; Calhoon & Kratochvil, stamps/office rent/telephone/copies \$3,682.70; Dr. Dan Carlson, dental \$490.22; CarQuest Auto, parts \$168.97; Calvary SPV II LLC, execution \$393.24; Cellular One, telephone \$916.04; Central Business Supply, maintenance/office supplies \$1,415.01; Central Supply Service, flags \$215.00; Chemco,

laundry/janitorial supplies \$535.21; Cook's Office Products, maintenance/supplies \$190.74; Cook's Recycling, commercial service \$324.45; Credit Bureau of Sioux Falls, skip tracing \$12.00; Dakota Riggers & Tool, cable \$29.95; Dakota Tool & Surplus, tarp \$6.75; Dale's Alignment, parts/labor \$482.73; Dell Marketing, monitor/DVD burner \$666.95; Den-Wil, rent \$1,576.24; Deubrook Library, yrly payment \$2,750.00; Diamond Mowers, spindle/parts \$757.92; East Central MH/CD, FCIP qrtrly payment \$2,397.79; East Dakota Water, monthly water conserv \$265.86; Ecolab Pest Elimination, fumigation \$47.50; Ted Eggebraaten, postage \$4.90; Einspahr Auto Plaza, car repair \$193.60; Election Systems & Software, box seals \$104.85; Elite Business System, copier maintenance \$60.00; Elkton Farmers Coop, gas \$5.00; ESRI Inc, software maintenance \$412.25; Exhaust Pros, exhaust pipe \$39.95; Farmer's Coop, chemical \$5,448.40; Ronald & Corrine Fesler, right-of-way \$994.00; First District Assoc, qrtrly payment \$6,166.25; G&K Services, laundry service \$294.59; Gall's, switch panel \$84.99; Gempler's, sprayers/gloves \$165.85; Alan Glover, CAA \$144.00; Geotek Engineering, engineering fees \$500.00; Graybar Electric, batteries \$20.29; Green Briar Apartments, rent \$428.00; Mark Halvorson, payroll advance \$500.00; Harold's Printing, letterhead \$98.20; Harold's Photo Centers, photo finishing/battery \$41.38; Patricia Hartsel, transcripts \$24.80; Hauff Mid-America Sports, shirts \$20.00; Heiman Fire Equipment, freight charges \$39.85; Robert Hill, meals/PDM payment \$1,896.00; Tim Hogan, CAA \$1,660.46; Homestead Do-It Center, bit \$4.29; Huron Culvert & Tank, culverts/bands \$6,137.07; Hy-Vee Food Store, inmate meals/supplies \$9,517.31; IMR, software \$5,009.00; Index, office supplies \$94.52; Insty-Prints, lamination \$134.53; Integrated Business Solutions, technology service \$6,342.90; ITC, database \$693.45; Janitor's Closet, janitorial supplies \$51.50; Johnson Controls, boiler repair \$2,316.17; Emil Klavetter, meals/mileage \$693.34; Mel Kloster, mileage \$289.71; Dale Kneebone, payroll advance \$500.00; L&L Parts, parts/filters \$211.88; Tamara Lee, MI hearing \$84.04; Linweld, welding supplies \$82.34; Douglas Lukonen, soap \$18.95; ME McCann, CAA \$3,328.69; McCleod's Print & Office, supplies/warning tickets \$350.21; MCI, telephone \$349.32; M&M Welding, fabricate mount \$70.00; M&T, CET pump \$4,400.00; Martin's Inc, gas \$8.00; Mastercard, motel/gas/software \$717.85; Medicom, internet \$55.95; Medical X-Ray Center, medical \$34.70; Mid-America Research, janitorial supplies \$669.55; Midwest Glass, polycarbonate \$6.04; Dina Mittan, meals \$86.00; Mobile Electronic Service, light bars \$5,325.00; Kurt Narveson, meals/parking \$114.00; National 4-H Council, supplies \$123.54; Nancy Nelson, CAA \$547.20; Nortek Computers, supplies \$51.98; Sean O'Brien, CAA \$404.31; Ohlin Sales, charger \$472.48; Robert Olson, payroll advance \$500.00; Bella Opatz, payroll advance \$500.00; Otis Elevator Co, maintenance contract \$859.38; Paymaster, service agreement \$799.50; Joshua Petersen, meals/mileage \$82.72; Irene Pierce, meals \$138.00; Pitney-Bowes, ink roller/cleaning kit/scale rental \$242.23; Lee Powers, meals \$96.00; Prairie Graphics, shirts \$50.00; Pro-Action, badge/uniform \$85.98; Proval Users Conference, registration \$1,005.00; RFD News, publications/subscriptions \$1,026.68; Rainbow Car Wash, car wash \$6.61; Redstone Technologies, technology service \$420.00; Reliable, printer ink \$306.36; Reliance Telephone, phone cards \$1,600.00; Rental Depot, trimmer rental \$29.95; Dept of Revenue, MV/birth & death fees/admin fees/blood tests/nurses payment \$259,212.02; Ron's Saw Shop, parts/labor \$42.90; Running's Big R, sump pumps/supplies \$651.23; Deanna Santema, meals \$165.00; SDAAC, welfare manuals \$20.00; SD Dept of Labor, unemployment \$924.00; SDSU Ag-Bio Engineering, registration \$10.00; SDSU Workstudy, workstudy \$29.26; Shephardson's Hardware Hank, supplies \$112.48; Lisa Sik, payroll advance \$500.00; Sioux Falls Two Way Radio, maintenance contract/antennae \$1,105.00; Sioux Valley Energy, utilities \$76.95; Sixth Street Florist, flowers \$39.18; Jim Smallfield, towing charges \$143.10; Software Services, computer assistance \$893.75; Span Publishing, directory \$116.10; Sprint, telephone \$40.09; Rose Marie Stee, meals/mileage/supplies/registration \$736.04; Kris

Struwe, meals \$86.00; Todd Struwe, meals/gas \$121.54; Sturdevant's Auto, parts/repairs \$212.51; TV Productions, edit tape \$86.25; Laurie Tangen, meals/mileage \$297.52; Michael Thompson, CAA \$631.99; Tires, Tires, Tires, tubes/tires \$60.00; Turning Point, foster care \$630.00; UBC, concrete mix \$20.94; VandenBerg Law, CAA \$468.00; Vandiest, bio mist \$1,296.00; Verizon, telephone \$400.89; Viking Office Products, printer ink \$702.33; Stephanie Vogel, meals \$132.00; WVV & Assoc, training \$4,800.00; Wagner Real Estate, inspection fees \$3,400.00; Wal-Mart, office supplies \$354.86; West Group, law books \$763.50; Wheeldon's, starter repair \$37.20; City of White, utilities \$96.46; Terry Wieczorek, CAA 719.09; Wayne Williams, meals \$96.00; Willmott Gravel, rock \$51.60; Xerox, copier maintenance \$221.30; Young Door Service, garage doors \$200.00; Juror/Witness Fees: Jennifer Edmonds \$20.00; Melissa Heard \$20.00; Tim Hill \$20.00; Ben Hollingshead \$68.14; Sarah Leason \$101.20; Jo Poss \$20.00; Robert Weiland \$28.70; Kathy Wiskur \$31.60; Natasha Woitte \$180.66; Fred Zenk \$80.90; Election Worker: Dorothy Schaller \$123.00.

Deputy Auditor, Kelly Bakken presented the board with the Auditor's Report. Bakken distributed the Brookings County Budget as of June 2004.

Be it noted, the Highway transfers for the month of June 2004, \$1,982.31 was transferred for expenditures to increase the Highway budget due to work performed and supplies furnished for various non-highway departments.

Be it noted, the Register of Deeds statement of fees was filed in the County Auditor's Office collected for the month of June 2004 in the amount of \$23,216.00.

Be it noted, the Auditor's Account with the Treasurer for the month of June 2004 is as follows:

June 2004	
Total amount of deposits in banks.....	\$7,266,962.34
Total amount of actual cash: Currency.....	8,366.00
Coins.....	79.19
Total amount of checks/drafts in Treasurer's possession not exceeding 3 days.....	55,501.54
Itemized list of all items, checks, and drafts in Treasurer's possession over 3 days...	0
Insufficient checks.....	507.46
T O T A L .....	<u>\$7,331,416.53</u>

Elections Officer, Stacy Steffensen presented the board with 2004 Brookings County Surplus List.

Motion by Negstad, seconded by Falken, to declare the following list as surplus property for the year 2004, which will be sold at public auction as per SDCL 6-13. Roll Call Vote: Negstad "Aye," Falken "Aye," Klavetter "Aye," Larson "Aye," Santema "Aye." Motion passes.

### Weed

1983 Chevy pick-up

### Equalization

Dell Pentium II processor

IBM Pentium

Notebook laptop

Hansol monitor

Magnitronic monitor

Copy machine

Five-drawer legal-size file cabinet

1990 Jeep Cherokee

### Emergency Management

Epson Laptop with printer

Lexmark X73 printer

Hewlett Packard laser jet 1100

SCM calculator

Calculator—model 8381

Epson color printer 400

IBM typewriter

### Treasurer

Telex 191 monitor

IBM monitor (2)

Fax machine

### Auditor

Metal desk w/ laminate top w/ L extension

Computer keyboard trays (4)

Acer laptop computer

Acco lockable hanging file cart

IBM 300GL computer (2)

IBM G54 monitor

IBM G74 monitor

Shamrock monitor

IBM Kenington monitor

### Commission

Mauve commission boardroom chairs (3)

Adding machine

Boston speakers

Boston subwoofer

Wilson Jones shredder

### Custodial

Floor scrubber

Battery charger

### Veterans/Welfare

Acer NoteLight laptop computer w/ Targus case

### Sheriff

Metal table w/ wheels  
Metal desk  
Exercise gym  
Shamrock 17" monitor  
Panasonic telephone  
Rubber boots (2 pair)  
Plastic rifle/shotgun case  
Cloth gun case  
Misc. army mittens  
Hand window squeegee  
Plug-in strip  
Small metal shelf on wheels  
N.T. Northern telephone  
Old riot helmet  
Radio power cable  
Radio bracket  
Small exit sign  
Golf club-putter  
Metal typewriter cart on wheels  
NMB computer key board (5)  
Aegis computer tower  
Keyboard trays (3)  
Rubbermail island table  
"Michael Business Corp" shredder  
Pentium II MMX desktop  
1988 Cadillac Deville  
1993 Dodge Spirit  
1998 Ford Crown Victoria  
1999 Ford Crown Victoria  
KDS 17" monitors (2)  
Shamrock 13" monitors (4)  
Microsoft keyboard  
HP color printer (2)  
HON 4-drawer file cabinet  
Vertical push-up dip station  
Choice Tech Intel Pent II computer tower (2)  
Addtron 8 port hub (2)

### Zoning

Epson Stylus Color 3000 printer  
Compaq LTE Lite 4/25 laptop computer w/ plastic case (cracked)

### Extension

MACO computer labels (3 ½" x 15/16")  
Drawer organizer  
Sperry Remington electric typewriter (doesn't work)

### State's Attorney

Microtek Scanner E3  
Hansol monitor 400A

### Highway

Sharp fax machine  
Okidata Microline 590 24 pin printer  
Chevrolet ¾ ton pickup  
Panasonic commercial vacuum  
Eureka vacuum  
Atlas Copco air compressor  
Rosco Asphlite distributor  
1969 Ford F500 truck—1 ½ ton  
overhead shop doors—16' x 14' (3)  
20 ton press  
20,000 gallon overhead bulk tank  
Misc. tires—automotive and truck tires  
Labeler  
3 outside lights  
2 plastic chairs  
Roll-bar for pickup  
2 fuel oil tanks—265 gallons each  
4 bulk oil tanks—60 gallons each w/ hand pumps  
welder handle

### Law Library

Law book collection  
Sharp SF 8100 copier  
Shredder

### Miscellaneous

Panasonic Easaphone  
Honeywell fan  
Holmes air purifier  
Metal printer stand  
L extension to metal desk  
3-drawer file cabinets  
Hon 5-drawer cabinets  
5-drawer letter file  
Dell monitor (2)  
Magnitronic CPU (2)  
Plastic rolling hanging file case  
Nobleview monitor (3)  
Magnitronic monitor (2)  
Monroe calculator  
CTX monitor  
10 privacy screens for computers  
5 office chairs  
Metal desk  
5-drawer metal file cabinet  
45-drawer 2-door cabinet  
Work bench  
Bathroom countertop w/ sink  
2 doors w/ door frames  
Xerox Memory Writer typewriter, Various peripherals (keyboards, mice, speakers, etc...)

Motion by Falken, seconded by Klavetter, to declare the following list as surplus property for the year 2004, the surplus property listed will be traded to The Exchange, of Brookings SD. Roll Call Vote: Falken "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye." Motion passes.

### Shotguns

High Standard Model K-120, 12 ga, #3112907  
Remington Wing Master 870, 12ga, #V244683V  
Remington Wing Master 870, 12ga, #T868262V  
Remington Wing Master 870, 12ga, #T154804V

### Revolvers

Charter Arms, 38 special undercover, SN # 44602  
Charter Arms, 38 special undercover, SN # 30484

### Rifle

Remington 700 with 6x scope, 30-06, #6896492

Commission Assistant/Personnel Director, Stephanie Vogel met with the board to discuss Personnel Matters, the Brookings Hospital Bond Amount, the upcoming Candidate Rally, concerns with funding a Hospitality Room, the Agricultural Planning & Zoning Survey from SDACC, and Thank You Notes. Be it noted, the board approved the Routine Personnel Action Notice: Annual Review/Step Raise for Curt Sterud.

Be it noted, Vogel distributed the following reports: Brookings County Treasurer Report for June of 2004 and the 3<sup>rd</sup> Quarter Emergency Management Documents.

Be it noted, Chair Santema signed the South Dakota Emergency Management 2004 3<sup>rd</sup> Quarter Activity Report for the Brookings County Emergency Management Performance Grant and the Daily Time and Work Records.

### **REGULAR BUSINESS**

Motion by Negstad, seconded by Falken, to approve the following Automatic Supplement for unanticipated expenses incurred and reimbursement made to Brookings County. Department: Emergency Management; Amount: \$700.00; Reason: Program Funding for DOJ/OJP Equipment - 2002 Grant; Receipt # 88076: Line #22600X4296222. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye," Santema "Aye." Motion passes.

Motion by Falken, seconded by Negstad, to approve the following Automatic Supplement for unanticipated expenses incurred and reimbursement made to Brookings County. Department: Emergency Management; Amount: \$4,100.00; Reason: Grant FOR ICS 300 Training; Receipt # 88076: Line #22600X4296222. Roll Call Vote: Larson "Aye," Negstad "Aye," Falken "Aye," Klavetter "Aye," Santema "Aye." Motion passes.

Highway Superintendent, Ted Eggebraaten and Daryl Englund with Banner Associates Inc. met with the board to discuss Highway Matters. Eggebraaten updated the board on the County Road 23 Right of Way request. Eggebraaten and Englund updated the

board on the County Road 23 Project and requested guidance from the board on the completion of the project. It was the consensus of the board to 'Final-Out' the County Road 23 Project. Eggebraaten discussed with the board the 1921 Building Parking Lot Project, inquiring about ownership and liability insurance concerns.

The board discussed securing rental space for County Offices.

Motion by Larson, seconded by Klavetter, to enter into negotiations for consideration of a contractual agreement with McCarthy Properties, 1921 L.L.C. for the purpose of facilitating the Brookings County offices of Director of Equalization and States Attorney in the 1921 Building located at 601 4<sup>th</sup> Street, Brookings SD. Commissioner Negstad 'Called the Question' to cease discussion. Roll Call Vote: Negstad "Aye," Falken "Aye," Klavetter "Nye," Larson "Aye," Santema "Aye." 'Call of the Question' passes. Roll Call Vote: Falken "Aye," Klavetter "Nye," Larson "Aye," Negstad "Aye," Santema "Aye." Motion passes.

### **COMMISSIONER'S OPEN DISCUSSION**

Commissioner Klavetter reported on the work session, the odor control workshop, and on the Site Committee Tour.

Commissioner Falken reported on the odor control workshop, and on a meeting with the States Attorney Department.

Commissioner Negstad reported on the work session.

Commissioner Larson reported on work session, the odor control workshop, and discussed health insurance quotes.

Commissioner Santema reported on the work session.

Be it noted, the board discussed health insurance quotes and the Emergency Management Department moving temporarily to the Harvest Church property.

Brian Eclov, News Director with KBRK met with the board to discuss the work session on the rental space, the location of departments, and a sound system for the Brookings County Commission Chambers.

Zoning & Drainage Director, Robert Hill met with the board to discuss Drainage and Zoning concerns.

Royce Emerick met with board to distribute documents on the Trenton Township Dairy.

Commission Assistant/Personnel Director, Stephanie Vogel met with the board to review the Agricultural Planning & Zoning Survey from the South Dakota Association of County Commissioners.

### **EXECUTIVE SESSION**



Motion by Negstad, seconded by Klavetter, to go into executive session at 11:26am. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye," Santema "Aye." Motion passes. Chairperson Santema declared executive session over at 11:40am. Reason - Legal Matters. No action at this time.

### **ADJOURNMENT**

Chairperson Santema declared the meeting adjourned until 8:30am Tuesday, July 27, 2004.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans With Disabilities Act.

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Kelly Bakken  
Deputy Auditor  
Brookings County Auditor's Office